

22 November 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: [redacted]

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Special Assistant to the DCI

SUBJECT: Secretarial-Clerical Concerns

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1. When the Director met with a representative group of secretarial-clerical employees last month, he authorized establishment of an Agency-wide Secretarial-Clerical Management Advisory Group. Responsibility for forming the Secretarial-Clerical MAG and serving as its point of contact with the Director was assigned to the Office of his Executive Secretary. [redacted] Deputy Executive Secretary, has been designated to implement this action.

2. Several other items were raised (the group's agenda paper is attached) which the Director agreed to explore. You are asked to organize appropriate responses, to include pro and con views, and to forward recommendations to the Director on each of the following items:

a. Day Care Center. The Director understands that previous studies have been conducted and while he would like to be informed of the results, he believes that a fresh look should be made, especially in light of the fact, as reported by the group, that at least seven Federal agencies in this area have established such centers. A summary of the experience of these agencies would be useful. The group emphasized that any survey of employee interest should be made only after specific programs or alternatives are available for consideration.

b. Secretarial-Clerical Career Service. The Director has received additional comments on this topic from a group of Agency women with whom he met recently. Support appears to be mixed, but would such a career service ensure more evenhanded treatment of all employees in this category and promote inter-Directorate transfers contributing to better utilization of personnel?

c. Vacancy Notices. Several of the groups meeting with the Director have complained about the ineffectiveness of the vacancy notice system. Many individuals said they had never seen such a notice. The Director would appreciate a summary of how the system is supposed to work, as well as suggestions on its improvement. Would a mandatory distribution of vacancy notices be practical and ensure that all employees have the opportunity to see such information?

d. Promotion Opportunities. The Director would appreciate a general statement on what promotion opportunities are available for secretaries and clerical personnel, including review of the proposals raised in the group's agenda for headroom for promotion, coping with the walking-the-halls-to-find-a-job problem, and advancement into professional positions.

e. Training. The secretarial-clerical group strongly supported improved training for new employees. What training is now given to new secretarial-clerical employees? What are the pros and cons on the type of training proposed in the attached agenda paper?

f. Operational Support Assistants. How recently have these positions been classified? Are they at a level commensurate with the duties and responsibilities required?

g. Contract Wives. Comments on this subject have been received from others, too. What effort do we make to assign husband/wife teams to the same post? What are other agencies (State, USIA) doing in such cases?

h. Correspondence. The Director agreed that correspondence should be prepared for the signature of the appropriate official, but if that official is absent, his designee could simply sign as "Acting" or "For," as appropriate, to eliminate the cost and trouble of redoing the correspondence simply because of the absence of the intended signer. An appropriate notice should be issued. He also endorsed the concept of an Agency style guide and the recommendations of the group that the current guide be reviewed, that any provisions peculiar to a Directorate be incorporated in it, and that its availability be widely publicized. He would appreciate the opportunity to review the revised document prior to its issuance.

3. A response would be appreciated as soon as practical, and replies on individual items should be forwarded as soon as available rather than holding until all are answered.

Att.

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Next 1 Page(s) In Document Denied